



## Residential Certificate of Occupancy Request Form

Address applying for CO: *Project Address / Description*

### 2015 IRC Section R110 Certificate of Occupancy

This application will not be accepted by the League City Building Department until all of the below requirements have been met. Once this form is submitted you will still be responsible for scheduling all remaining final inspections (HVAC, Electrical, Plumbing/Gas & Building) with League City's Building Department via the online inspection request form. Only once you have passed these final inspections will a Certificate of Occupancy be issued allowing the home to be occupied.

1. Must have a passed a Public Works Final Inspection who also enters that inspection into our system. The request can be made by calling 281-554-1390.
2. A Final Energy Certification report has been submitted.
3. A WPI-2 or WPI-8 has been submitted. Please be aware: that by submitting a WPI-2 you will be issued a Temporary Certificate of Occupancy and the Building Department will require a WPI-8 to be submitted no later than 90 days after the date of this application or the Certificate of Occupancy will be voided.
4. Provide a final survey. Final survey must include the setback information for all construction and equipment on the property.
5. Provide finished construction elevation certificate. The final elevation certificate must include final elevation of all construction and equipment on the property. If the property is in a Flood X Zone the final elevation certificate must list the elevation of the crown of the road as required by League City Ordinance Sec. 22-13 & Sec. 50-81

By signing this document, I acknowledge that I am aware that I must submit a WPI-8 within 90 days of this application or utilities will be shut off.

\_\_\_\_\_  
Requested by (Please Sign, Print & Date)

Property Owner \_\_\_\_\_ Yes \_\_\_\_\_ No

### League City Building Department

500 W. Walker St. League City, TX 77573 Phone: 281-554-1429 Email: [BuildingDocuments@LeagueCityTX.gov](mailto:BuildingDocuments@LeagueCityTX.gov)